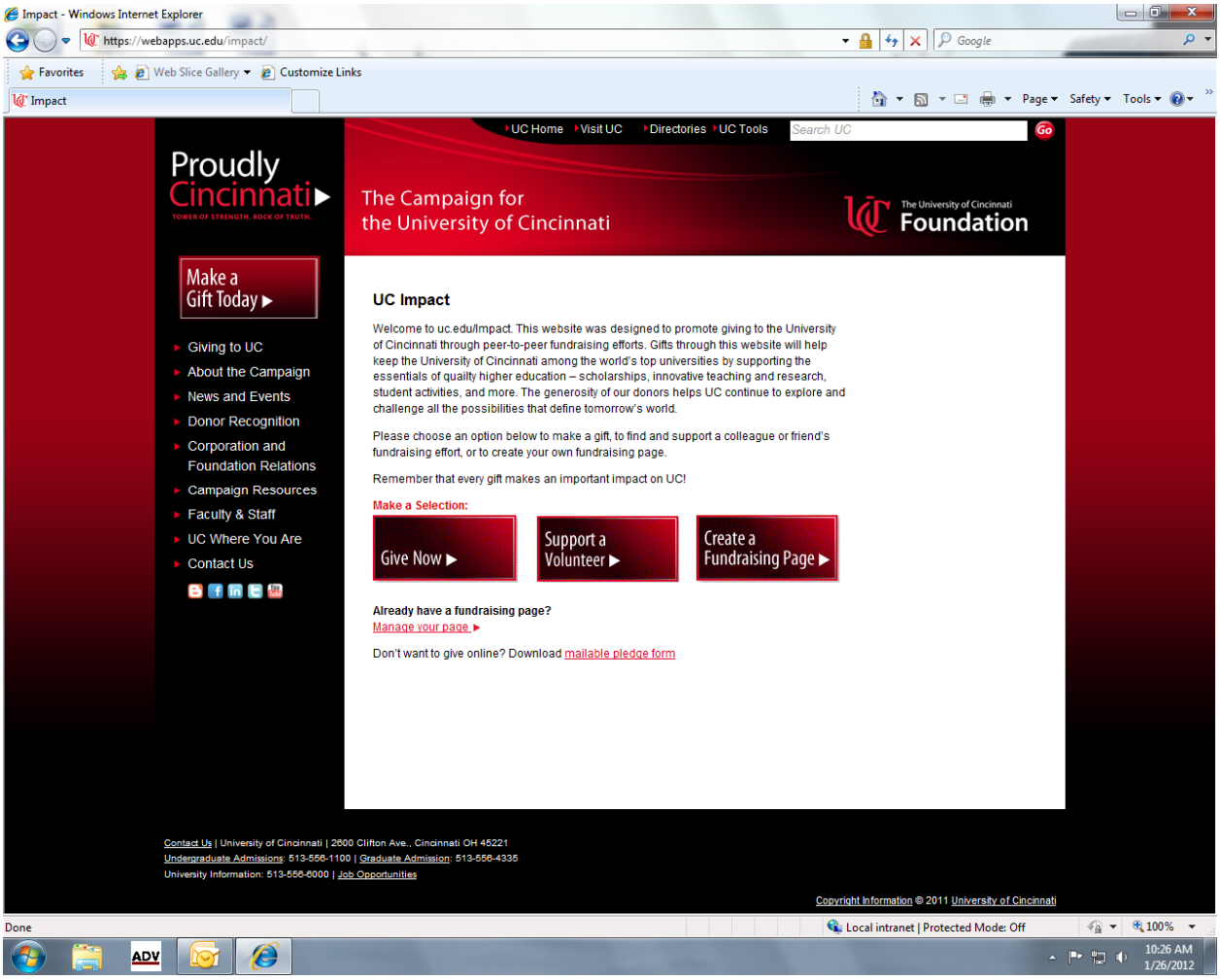
UC Impact User Guide

www.UC.edu/Impact


Impact - Windows Internet Explorer
https://webapps.uc.edu/impact/
Favorites
Web Slice Gallery
Customize Links
Impact
Page
Safety
Tools
UC Home
Visit UC
Directories
UC Tools
Search UC
Go
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The Campaign for the University of Cincinnati
The University of Cincinnati Foundation
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Giving to UC
About the Campaign
News and Events
Donor Recognition
Corporation and Foundation Relations
Campaign Resources
Faculty & Staff
UC Where You Are
Contact Us
UC Impact
Welcome to uc.edu/Impact. This website was designed to promote giving to the University of Cincinnati through peer-to-peer fundraising efforts. Gifts through this website will help keep the University of Cincinnati among the world's top universities by supporting the essentials of quailty higher education – scholarships, innovative teaching and research, student activities, and more. The generosity of our donors helps UC continue to explore and challenge all the possibilities that define tomorrow's world.
Please choose an option below to make a gift, to find and support a colleague or friend's fundraising effort, or to create your own fundraising page.
Remember that every gift makes an important impact on UC!
Make a Selection:
Give Now
Support a Volunteer
Create a Fundraising Page
Already have a fundraising page?
Manage your page
Don't want to give online? Download mailable pledge form
Contact Us | University of Cincinnati | 2600 Clifton Ave., Cincinnati OH 45221
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Local intranet | Protected Mode: Off
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1/26/2012

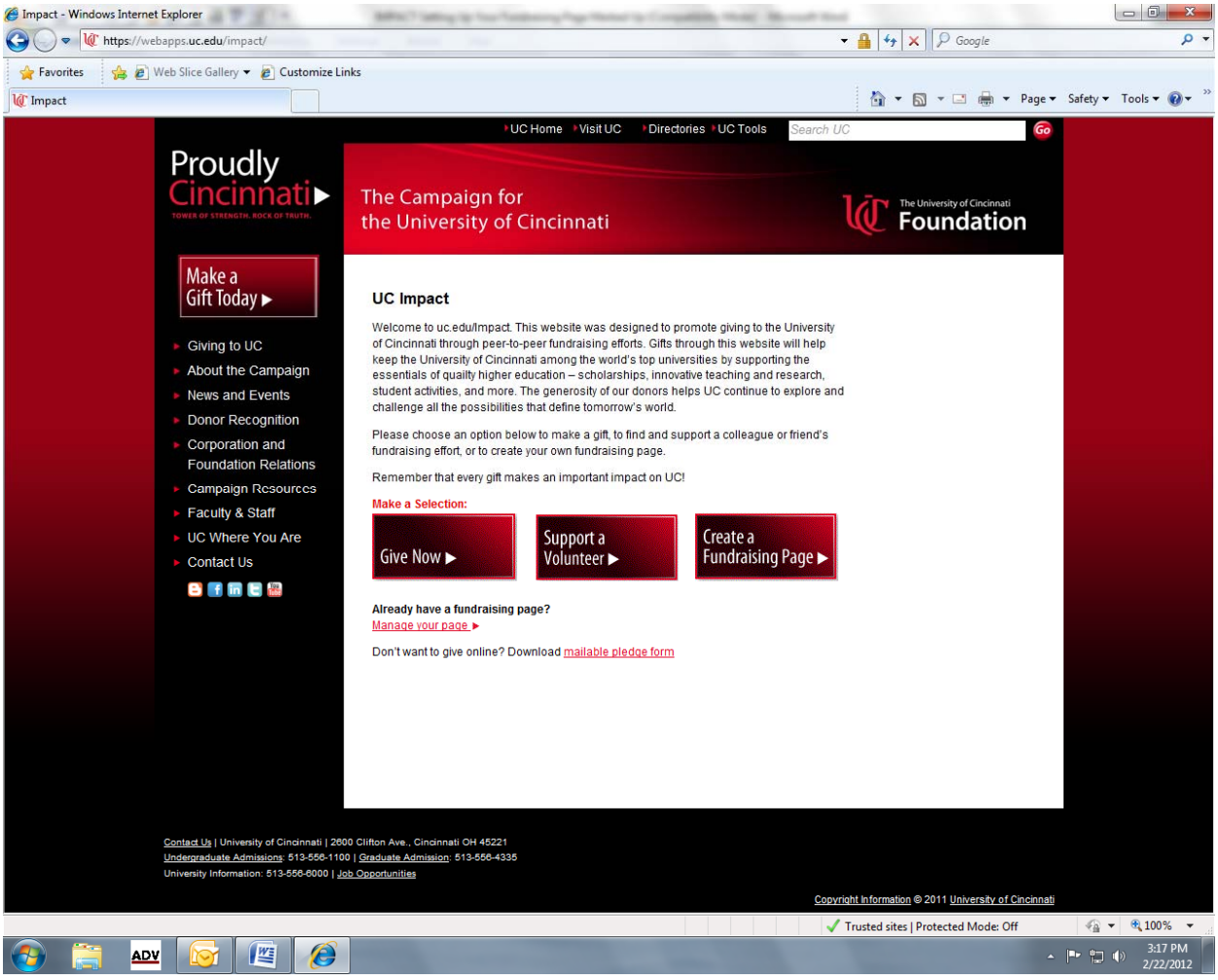
If you have any questions or concerns, please contact Phillip James (phillip.james@uc.edu) or Ashley Moran (ashley.moran@uc.edu)

In order to begin, please go to www.uc.edu/impact and select **"Create a Fundraising Page"**

1. LOG IN

Selecting the third red button "Create a fundraising page" will open a new page prompting you to log in.

- If you are a registered student, faculty or staff member, or have a CLS (Central Login Service) login, you will be asked to enter your username (6+2) and password.
- If you are not a UC student or faculty member, or are a user without a UC CLS login, select "UC Friend
    - Create your UC Friend Login by clicking "Create One Here."
        - Fill out all required fields and click on "Create Account"
        - Open confirmation email sent from helpdesk@uc.edu, then click on the link provided to activate your account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2. EDIT YOUR PROFILE

You will be prompted to edit your profile the first time you log in.

- Your First and Last name will appear on your fundraising page…

- At the top as a banner: "{First Name} {Last Name}'s Fundraising Page for Initiative Name" Example: John Smith's Fundraising Page for the CEAS School of Advanced Structures
- On the Donate Now Button: "Join {First Name} {Last Name} – Donate Now"
  - Example: Join John Smith-Donate Now

- Complete all other required fields marked with *
- Hit 'Submit'
  - A Thank You message will appear at the bottom of the page
    - Thank you. Your profile has been updated.
- You may edit your profile at any time.

3. MAINTAIN YOUR FUNDRASING PAGE(S)

- **Click on "Maintain your Fundraising Page(s)" below the word Volunteer on the left of the page**
- Select what you are fundraising for:
  - Choose a Fundraising Initiative
  - Choose an Area of Focus, if available
  - Choose a Priority, if available
  - If your initiative, area of focus or priority is not available, please contact the Office of Annual Giving to have it added

Once your fundraising selections are made, click on "Continue" to be directed to a new window:
Maintain Your Fundraising Page(s)

1. Initiative Information
   a. Name of Initiative and Initiative Date (the time period when the campaign is active) will be entered.
2. Fundraising Goal -- Your Initiative leaders have determined whether or not you will have a participation goal or a dollar goal.
   a. Enter the number of donors you need to reach 100% or a dollar amount goal.
      i. This number may be edited at any time
   b. Select "Show Thermometer" in order for a thermometer to be displayed on your fundraising page to track your fundraising success. It will go up every time a donation is made and your goal will be displayed at the top
3. Select "Show Donor List" in order for each donor's name to be listed on your page once a donation is made and they have indicated you as their volunteer. (If the donor makes their gift directly from your fundraising page, your name will be pre-populated on the giving form and their gift will automatically display on your page.) A donor's name will not be displayed if he/she chose to remain anonymous on their giving form and/or they do not select your name as their fundraiser
4. Text field
   a. The text box works just as any word document; you may enter text, hyperlinks and URLs.
   b. Please note that after 20 minutes of inactivity, your session will time out and you may lose your work. Hit "submit" to save often, then you may go back in to edit your page at any time. We highly recommend typing your description in Notepad, then copying and pasting into the text box when you are ready. Use the toolbar to format your text and add hyperlinks. Unfortunately, copying from other word processing programs will cause your text to display incorrectly.

5. Uploading an Image
    a. To upload an image, simply click “Browse”, select the image from the appropriate file on your computer, then hit ‘open’
    b. The entire image path will show up in the box
    c. The image will be displayed at the top of your page above the text.
6. Embed Video Code
    a. In order to have a YouTube video on your Impact webpage, you must provide ‘embed video code’ in the appropriate box.
    b. How to Embed Video from YouTube into Your UC Impact Page
        i. Open a new web browser tab or window and go to the YouTube page containing the video you want to embed. If the video is on the Proudly Cincinnati YouTube Channel, click the title of the video to get to the video’s original page.
        ii. Just below the video player on the video page, find and click the "Share" button.
        iii. At the bottom of the "Link to this video" box, click "Embed."
        iv. Below that, you'll see a highlighted chunk of text that starts with "<iframe. " This is the "embed code" you'll need to copy and paste this text into your UC Impact page where it says “Embed Video Code.” Right-click the highlighted text and choose "Copy."
        v. Go back to the UC Impact page and right-click within the "Embed Video Code" box. Select "Paste."
7. Hit “Submit” to save your work.
8. Once you hit submit, you will be rerouted to the **Maintain Your Fundraising Page** homepage and “Fundraising page has been added in system” will appear.

4. EDITING

To view, edit and print your Fundraising Page, use the appropriate buttons on the right hand side

9. To Edit: Click on the pen icon
10. To View: Click on the scroll icon
    a. This will show you what your fundraising page will look like to others
    b. You will also be able to see the unique URL of your webpage in the URL box
        i. You may create a Tiny URL for easier use of your URL in communications
11. To Print: Click the printer icon

5. ADD/EDIT CONTACTS & SENDING INVITATIONS

The Impact system has the capability to import and store your email contacts for you. It can send bulk invitations to your contacts to invite them to view your fundraising page and make donations.

1. To add/edit contacts:
    a. Click the Add/Edit Contact link
    b. To manually add contacts one at a time, click “Add Contact”
        i. Enter the required fields of First and Last name and Email address; hit submit
        ii. All of your contacts will appear in the fields on the main Add/Edit Contact page
    c. If you’d like to Import multiple contacts at once, you must use a CSV file format
        i. Prepare Upload file. The file has to be .csv file format.
        ii. The contact record field is delimited by “|”. The record format is in following:
            FirstName|Lastname|Steet|City|State|Zip|Country|Phone|CellPhone|Email

iii. Click “Browse..” button to load .csv file
iv. Click “Import” button.
v. Maximum 1000 contacts can be added for each fundraiser.
vi. You may import 100 contacts at a time.

d. All of your contacts will appear in the fields on the main Add/Edit Contact page
    i. You can search for a specific contact using the First and Last Name fields and hitting the “search” button
    ii. To see all of your contacts at once, select “Display All”
    iii. Once your contacts show up on the Add/Edit page, they have been saved
e. You may enter and use a listserv email address by putting the name of the listserv in the correct field and the listserv address in the email field.
    i. If you need assistance please call the office of Annual Giving and they can provide listserv addresses if they have been created in the UC system.

2. Sending Invitations
    a. Click “Send Invitations” on the left hand side in the Volunteer Box
    b. Select the contacts you’d like to send invitations to by highlighting those in the box
    c. To select multiple recipients, hold the Ctrl button while selecting each contact
    d. Send Invitation
    e. The email sent is as follows and *cannot* be edited:
    Dear Friend:

    As a volunteer fundraiser for the University of Cincinnati, I am driving support for the [Your Initiative Here] initiative. Please take a minute to visit my fundraising page to help me meet my fundraising goals! If you prefer, you can also go directly to the giving form to complete your gift.

    Thank you in advance for your support!

    [Your Name]
    e. A message will pop up stating that your invitation has been sent

Other Options
Many of our volunteers have selected to test this message and send it to themselves with the links and message present in the email. They have then used their own personal email and simply cut and pasted the email sent from the site into a new email and entered their own contact list. This is fine but please be sure that all of the hyperlinks are active and lead to your fundraising page!

6. VIEW DONATIONS

a. You may view your progress at anytime by clicking on the “View Donations link on the left hand side in the Volunteer Box
b. Select the Initiative you are wanting information for and click on the $ sign
    i. This will bring up a box displaying your thermometer and will give you information on your Participation Goal, Donation Goal and Current % of your goal completed.
c. You will also receive an email every time a donation is made to your specific Impact page, except when the donor marks that they wish to be anonymous. If your

participation count for your initiative does not match the number of names listed, please contact the Annual Giving office to get an accurate list.

7. LOGGING BACK IN

a. To log back into www.uc.edu/impact, click on the link “Manage your page” which appears below the sentence “Already have a fundraising page?”
b. Login in with the username and password you created.

User's Manual: Making a gift using UC.edu/Impact

Give Now: The Give Now button will direct the user to the Impact Giving Form

Are you an employee of the University of Cincinnati? ☐

- –If yes:
  - F/S must click the box in order for the M# box to pop up and for the Payroll Deduction option to show up at the bottom of the form.
  - All F/S must include their M# on the giving form.

Were you directed to this site by an individual? ☐

- If yes:
  - Check the box if you know the volunteer.
  - Use the pull down menu and select the name of your volunteer, which is alphabatized by last name.
  - When box is checked and the name shows up in the highlighted box, the gift made will be displayed on the volunteer's personal webpage. You may support any initiative you wish and the volunteer you selected will still receive credit for your participation.

***I would like my gift designation to go to:** ***Amount**

Select an initiative $

Add Another Gift

Total Gift Commitment: $0

- Designating the Gift:
  - Select an initiative to designate your gift. If you would like to designate your gift further, select an Area of Focus and then a Priority. Not all Initatives will have Areas of Focus.
  - If you have any special instructions for your designation or would like to designate your gift further than what is offered on the dropdown menu, please indicate that in the open text box (i.e. a specific department or program, in honor of a reunion, a field of research, or in honor or memory of someone, etc.)
  - Enter the total amount of the gift in the Amount box.
    - If you'd like to add an additional gift, click Add Another Gift and another Amount box will appear; the total will calculate and appear as Total Gift Commitment. You may designate each gift to wherever you choose.

- Enter Personal Information, Home Address, Business Address

Additional Information:

Permission to publish:

- This option gives UC permission to publish your name on the UC Honor Roll of Donors and the volunteer's fundraising page. If you wish to remain anonymous, simply choose to do so.

Matching funds:

- If you or your spouse work for a matching gift company, please select this option.
- If unsure, please check with your human resources department to see if your company participates, or visit our matching gift directory. Please submit appropriate paperwork to: The University of Cincinnati Foundation, P.O. Box 19970, Cincinnati, OH 45219-0970

How did you find the UC Impact website?

- Select what brought you to the website and be as specific as you can if a text box appears under your selection.

Payment:

- Enter your payment information for ECheck or Credit Card as directed.
- If you are Faculty/Staff, an additional option of paying through Payroll Deduction will appear. This option is only available to Faculty and/or Staff and only appears when the box asking “Are you an employee of the University of Cincinnati?” is checked.
- Once a gift is made, you the donor will receive an email confirmation. The volunteer you selected will also receive a confirmation email, but will not be informed the dollar amount of your gift.